



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



January 09, 2017

GOM 2017-01

TO: Financial Aid Administrators

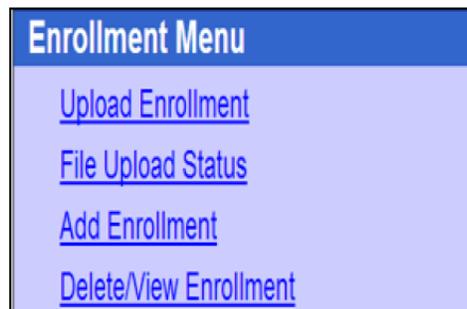
FROM: Catalina G. Mistler 
Deputy Director, Program Administration & Services Division

SUBJECT: **Community College Enrollment File Upload for the 2017-18 Transfer Entitlement Cal Grant**

This Operations Memo from the California Student Aid Commission (Commission) announces that the community college enrollment file upload functionality for the winter and spring terms is now available in WebGrants.

- Enrollment files for the 2016-17 academic year are only required from participating Cal Grant community college campuses.
- The enrollment file data will be used to process the 2017-18 Transfer Entitlement Cal Grant preliminary award offers.
- The Commission will begin making the 2017-18 Transfer Entitlement Cal Grant preliminary award offers in February and will continue throughout the academic year
- The uploading process for winter and spring enrollment files is the same as the fall term; however, it is important that users select the correct term (fall, winter or spring)
- Users can access the Enrollment screen in WebGrants by selecting the *Enrollment* link from the WebGrants Menu.

The following screen shot displays the options available to the user. You can delete erroneous enrollment information for a particular student, but not an entire upload file, by selecting the *Delete/View Enrollment* link.



The following screen shot shows the *Upload Enrollment* features. It is important to select the correct term for the corresponding enrollment file from the drop down menu as displayed below.

Step 1 of 3: Select a file to upload by following the instructions below.

Upload Enrollment

- Enter the school code (must be a California Community College)
- Enter the file path and name of your file (Use the **BROWSE** button to find your file)
- File type must be .txt or .xml
- Click the **Begin Upload** button to start this operation

USED: Term:

Enrollment File: No file chosen

Individual student enrollment data can also be added by selecting the *Add Enrollment* option. It is important to select the correct term for the corresponding enrollment record from the drop down menu as displayed below.

Add Enrollment Records

- Enter the USED and quantity of Enrollment Records you wish to add
- Click on **GO**
- Enter information
- Print this page before submitting the Enrollment Records to CSAC
- Click **Submit Enrollment Records to CSAC** (Records will only be updated at CSAC when this step is completed)

USED = Please Enter the Number of New Records = TERM =

Delete	Row #	SSN
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